



HOUSING RESOURCES, INC. **JOB POSTING**

Job Title: Housing Specialist

Description:

The Housing Specialist is responsible for providing case management services to eligible families for assistance through the Local Housing Assistance Fund Millage program. All housing activities will focus on locating and placing families experiencing homelessness in permanent housing that matches their needs and diverting families from unplanned moves and loss of housing.

PRINCIPAL ACCOUNTABILITIES:

1. Maintain a caseload and provide comprehensive case management services to all clients including: intake assessment, benefit assessment, goal setting, short and long-term plan development, progress monitoring, linkages to resources including individual money management, tenant education, advocacy and making referrals as necessary.
2. Develop and foster relationships with each participant family.
4. Schedule and conduct face-to-face meetings with participant families in their home or the location of their choice whenever possible at a minimum of twice monthly.
5. Connect families with needed and available community resources. Follow-up with clients and agencies as appropriate to document use/success of referrals.
6. Collaborate with participant families and partners to determine any non-housing related gaps or needs and provide linkages to necessary resources, assess and track progress.

POSITION SPECIFICATIONS/SCOPE:

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

Bachelor Degree & Minimum of three(3) years Human services experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- High task orientation and ability to work with and through other people as part of a team while also performing responsibilities independently.
- Maintain an energetic approach and have a strong work ethic
- Ability to work effectively with diverse populations
- Professional work and punctuality habits are necessary to accomplish organizational goals.

- Must maintain confidentiality and can establish and maintain professional boundaries in working with clients.
- Maintain a valid driver's license and have reliable personal transportation.
- Demonstrated proficiency in using Microsoft Outlook, Word, and Excel. Experience entering data into HMIS and other databases preferred. Must have ability to obtain a ServicePoint license.
- Excellent oral and written skills are required. Bilingual English-Spanish preferred
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Hours:

Part Time Position:

Monday – Friday: 8:30 AM to 1:30 PM*

*Hours outside of these times may be required as client and program need dictates

Compensation:

\$15.00 hr.

This is a non-exempt position.

To apply, please submit a cover letter and resume via email to jbeach@housingresourcesinc.org.